

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
CULTURAL ARTS ACADEMY CHARTER SCHOOL**

A meeting of the Board of Trustees of the Cultural Arts Academy Charter School was held at 1400 Linden Boulevard, Brooklyn, New York 11212 on July 15, 2020.

IN ATTENDANCE: Henry Clouden III, Treasurer
Shirley A Glasgow, Secretary
Cheryl Pemberton-Graves, Vice-President
Chrysetta Patterson, Member
Dean Sadek, New Member
Dr. Laurie B. Midgette, Principal

The meeting was called to order at 6:35 pm with a quorum present.

VOTE

The financial statements of Cultural Arts Academy Charter School were prepared by Stuart Sabal and presented by Henry Clouden, Treasurer. The related statements of activities and cash flows for one month were presented with the accompanying supplemental information. These statements were discussed in detail. CAACS has sufficient cash to fund monthly operations.

DATA DASHBOARD

The number of students attending instruction on the last day instruction was provided **within physical school facilities** (as of March 13th).

- 217 out of 265 students were present on March 13th
- 48 students were absent

The number of students **participating in virtual programming** on the last day such programming was offered for the 2019-2020 school year (as of June 23rd).

- 244 out of 265 students were present on June 23rd
- 21 students were absent

Year to Date Attendance Rate – 92.7% (last reported)

Distance Learning Attendance Rates: Week Ending 6/19 – 86 %

Daily Attendance reported on the last day of school – 91%

Current Immunization Status – 98.8%

Current Student Count – 265

Graduated – 38

Total Number of Families in temporary housing / doubled up - 6

Free & Reduced numbers as of 6/17/2020

Students with meal code A (HRA) - 141

Students with meal code 1 (FREE MEAL) - 31

Students With meal code 2 (REDUCED MEAL) - 21

Total number of Free & Reduced – 193 or 72.83%

2020-2021 Enrollment

Grade K - 24 incoming scholars

Grade 1 - 37 scholars

Grade 2 - 48 scholars

Grade 3 - 51 scholars

Grade 4 - 56 scholars

Grade 5 - 39 scholars

Our current incoming student count is 24 scholars. Families that have not responded to emails, calls, or acceptance letters have been removed from the rosters as of today. Should we receive updated information, the rosters will be updated accordingly.

OPEN MEETINGS LAW

During a recent call with the authorizers, it was advised that Boards confer with counsel to consider several options for meeting:

- Go back to in-person meetings respecting all CDC guidelines and the mandates from the governor's office limiting the number of people in one space. (Essentially you return to standard OML laws). This may require more than one room with a video stream between them.
- Make the school or other meeting location available for public attendance allowing for all board members who need it to attend by video. Ensure that every address from which someone is attending is listed in your posting. Yes that includes people's home addresses.
- Designate a few sites (parks? offices? outside Starbucks?) that can be used by board members to videoconference without disclosing their home addresses. These locations would also have to be posted to meet the letter of the law.

It is unclear if the expiration of the waiver precludes offering the public the option of attending by video as well (here is where we need legal counsel). At the very least it is simply no longer enough without the in-person option. It is unlikely that members of the public would try to attend any remote locations or perhaps even the central meeting space, preferring to attend by videoconference as well.

Update: On July 6th, the Governor issued another Executive Order extending the original Executive Order from March 12th that permits suspension of certain portions of the OML through August 5th

School Reopening Implementation

- Implement the school opening plan with families, principals, teachers and other staff.
- Finalize initial school budget allocations, enrollments, schedules and curricula.

TODAY

- **NYSED Equipment and Supplies Survey** - The State Education Department and the State Office of General Services sent a survey to determine what Personnel Protective Equipment (PPE) supplies may be needed for reopening schools and help procure these supplies.
- The voluminous **NYSED P-12 School Reopening Guidance** document and is expected to be released tomorrow.
- **Staff Re-Entry HR Policies - July 31 Meeting – 3pm** - HR policies around staff re-entry to brick and mortar schools, and accommodations for those who want to stay remote.

DOE Preliminary Social Distancing Capacity Guidelines

Schools in DOE co-locations were provided preliminary standards for opening schools within CDC guidelines and keeping staff and scholars safe. Schools in private space, like CAACS, are not mandated to follow these directions. Every building has its own constraints and advantages, even DOE buildings, so these assumptions reflect an "average" and allow for considerable leeway.

What do we all need to consider?

- Space to isolate a child with symptoms
- Quarantining a class with a suspected case or cases of COVID
- Safe havens for scholars struggling with new behaviors in the classroom if you have repurposed common areas, offices, and shared space for instruction
- Locations for support personnel
- How frequently regular cleaning needs to be and what it entails
- What active cleaning throughout the day looks like
- Deeper cleaning and disinfecting whether on a regular basis or after a temporary closure due to confirmed or suspected cases of COVID-19.
- Cleaning/Disinfecting
- PPE Requirements/Resources
- Monitoring for cases
 - – Temperature checks and health questionnaire
 - – Isolation and quarantine situations
- Mandates for Testing
- Shutdown Protocols
- Online Platforms Comparison – What works best and in what circumstance?
- Tech Tools for Teachers and Administrators
- Communications and Family Engagement component
 - – Family surveys

NYC CHARTER SURVEY

- Is your school located in a DOE building or in private space?

- How does your school plan on opening in the fall?
- Are you keeping scholars in pods/cohorts?
- Will teachers stay with one pod/cohort or move from class to class?
- Reorganizing classroom space based on pods/cohorts? (i.e. class libraries, furniture)
- Large spaces have been converted to accommodate social distancing.
- Repurposing common space for instruction?
- Large spaces have been converted to accommodate social distancing.
- Does your plan include safe havens for scholars struggling with new behaviors in the classroom?
- Daily Use of Common Space
- Reorganizing arrival/dismissal areas?
- Does your plan include an area for organizing varying groups for arrival/dismissal?
- (i.e. afterschool program pickup, early/late arrival/dismissal)
- Emergency Planning
- Does your plan include a space to isolate a child/staff member with symptoms separate from the nurse's office?
- Does your plan include steps for Quarantining a class with a suspected case or cases of COVID?
- Does your plan include steps for re-entry after confirmed case of COVID?
- Does your plan include new plans for fire/lockdown drills?

NYCDOE Re-Opening Survey - The results of the family survey received over 400,000 responses from families and scholars to a survey asking about preferences and concerns for the upcoming year. The majority of parents are comfortable with in-person instruction. According to survey results, 56% of scholars and 53% of families said they feel very or mostly comfortable sending their child to a school building every day. When presented with the option to alternate days, weeks, or learn at home every day:

- 25% of scholars and 26% of families prefer to learn at home every day.
- 48% of scholars and 53% of families prefer alternating days.
- 25% of scholars and 19% of families prefer alternating weeks.
- The DOE had put together two scheduling models for schools -- one allows for 50% of scholars returning to classrooms, while the other allows for 33% of scholars to return.
- 76% of families in grades 9-12 said they won't need child care. However, results showed that 52% of families with kids in 3-K to second grade and 44% of families with kids in grades 3-5 reported they will need child care.
- The most important health and safety measures cited by both parents and scholars were cleanliness and sanitization.
- More than 90% of scholars and families citywide said it's very important for scholars and staff to regularly wash their hands, that hand sanitizer is provided in every classroom, and that school buildings are thoroughly cleaned at least once a day.

- Families (83%) said it was also very important that materials shared among scholars are cleaned between each use.
- One percent of family respondents said their child is medically unable to wear a mask.
- **Priorities for Instruction** - Seventy-six percent of scholars and 81% of families identified core instruction areas like math, science, social studies, and English language arts as priorities for in-person instruction -- more than other classes like physical education, art, and electives. Classes like physical education, art and other electives were important to 69% of scholars and 48% of families, according to survey results.

PROGRAMMING AND SCHEDULING

CAACS will implement alternating days with two in-person student groups. This model will serve at any given time at least half of our scholars who choose in-person learning. In this model, there are two in-person student groups: **(Grades K-2) and Grades 3-5)** and one fully remote student group **(Completely Online)**.

SAMPLE FALL SCHEDULE					
DAYS/WEEKS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1 and 3	Grades 3-5 Online	Grades K-2 In-Person	Grades 3-5 Online	Grades K-2 In-Person	Grades 3-5 Online
Week 2 and 4	Grades K-2 In-Person	Grades 3-5 Online	Grades K-2 In-Person	Grades 3-5 Online	Grades K-2 In-Person
Week 5	Grades 3-5 In-Person	Grades K-2 Online	Grades 3-5 In-Person	Grades K-2 Online	All Grades Online
Daily	ONLINE only	ONLINE only	ONLINE only	ONLINE only	ONLINE only

This amounts to a total of five days of in-person instruction every two weeks. Scholars will participate in virtual learning with their teachers for online days. Scholars whose families choose fully remote learning will receive remote instruction every day.

How will we provide both in-person and remote instruction every day? I will appoint an Online Instructional Specialist who will provide instruction and support for the scholars not there and for the fully remote cohort.

How will we account for special education mandates? Will the requirement to have no more than 40% of scholars who require special education services in a single class still exist if we can only safely have 12 scholars in a classroom? Will scholars who get push-in or pull-out supports all have to be scheduled on the same day to optimize teachers' time in providing services?

CAACS parents can opt into in-person instruction only from:

- September – December
- January - June

For families that want to have an all-remote schedule next fall, we will be sending additional information in the coming weeks on how to register. Scholars will not need a medical reason to register for this option.

OTHER MATTERS

- CAACS has contracted with **Pasek Consulting** again this year to coordinate our state and city reporting and submissions, including Title I. We will provide them with all necessary information needed to complete our reports.
- Annual Audit is underway. For the 10th year in a row, we have contracted with **MBAF Certified Public Accountants and Advisors**

--- Shirley Glasgow, CAACS Board of Trustees